



RESPONSE TO A PLAN CHECK COMMENT LETTER

CITY OF ALAMEDA - PLANNING & BUILDING
2263 SANTA CLARA AVENUE, ROOM 190
ALAMEDA, CA 94501
TEL: (510) 747-6800 FAX: (510) 747-6804

Applicants may respond to a plan check comment letter in the following manner:

1. The corrections can be green-lined on the original submitted plans by the person who drew and wet signed the plans such as the architect, engineer, designer or owner to respond to the plan check comments.

AND/OR

2. For resubmitted construction document package contains less than 20 plan sheets: Submit four (4) wet signed copies of the revised sheets, two (2) wet-signed sets of revised/additional calculations and reports, and two (2) sets of informational or reference documentation. The applicant should be prepared to insert the revised sheets into the original submitted sets of plans.

OR

3. If the resubmitted construction document package contains 20 or more plan sheets: Submit four (4) revised, wet signed, complete* sets of plans, two (2) revised, wet-signed sets of calculations and reports, and two (2) sets of informational or reference documentation.

* If revisions are limited to a specific discipline (e.g., architectural, structural, mechanical, etc.), resubmitted "complete" plans can be limited to that discipline.

Please respond to each plan check comment in writing, indicating where and how each item has been addressed. **Resubmittals without written responses will not be accepted and will result in additional delays.** Any additional revisions to the plans, calculations, or reports shall be clouded, listed and described in writing. Submit all plan check responses in person to the Permit Center (Room 190, City Hall). **Faxed or mailed responses cannot be accepted.**

Under no circumstance can the plans be released after they have been submitted to the Permit Center until the plans are Issued.